Overview for Using the VIPR Vendor Application

February 28, 2014

Acquisition Management
USDA Forest Service

What's Inside…

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About the Vendor Application

- The vendor application is for vendors responding to solicitations or re-solicitations for 2012 and beyond and for vendors responding to modifications to agreements awarded for 2011 and beyond resources.

- From VIPR Vendor Application Web site, you can…
  (http://www.fs.fed.us/business/incident/vendorapp.php)

  - Log into the application

  - View information and FAQs specific to the vendor application

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Registering in the Vendor Application
Step 1: Enter DUNS (VIPR Checks DUNS Against VIPR Database)

- All vendor application users MUST register in the application through the Registration Wizard (will only need to go through the vendor application registration process once). VIPR will conduct a two-part validation against your DUNS: first to check your DUNS against the VIPR database and then to check if that DUNS is a valid DUNS in SAM.

1. All required fields throughout the vendor application are indicated by a red asterisk (*).

2. DUNS is your 9-digit DUNS for your company. You will be asked to verify that your DUNS is correct.

3. Click the **Save and Continue** to proceed to the next step.

4. Once you are registered in VIPR with a DUNS, you will be unable to change it, so VIPR will display DUNS validation messages.

If you wish to exit the Registration wizard before you complete all of the steps, close the Web browser. Your information will NOT be saved and you will need to start the registration process again.

If you are new to VIPR and entering a DUNS that is not in the VIPR system, you will be asked to double check your DUNS. If the DUNS is correct, click Continue and proceed with the registration. If the DUNS is incorrect, click the Re-enter button and complete the DUNS fields.

If you have entered a DUNS that is registered to another vendor, you will be asked to re-enter a new DUNS. Click the OK button and enter a new DUNS.

Registering in the Vendor Application
Step 1: Enter DUNS (VIPR Checks DUNS against SAM)

- Once your DUNS passes the first validation check, then VIPR will check to see if the DUNS you entered is a valid DUNS in SAM

Please enter the information below to register as a VIPR vendor.

Enter DUNS	Enter Contact Info	Finished

You must complete this registration wizard before using VIPR. If you do not wish to complete the wizard at this time then close your browser.

* Indicates required fields

Company Identifier

*DUNS: [ ]
*Verify DUNS: [ ]

1 ⊗ **Error!**

ERROR: The DUNS you entered is not found in SAM. Please re-enter a new DUNS to continue. For help, contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677. Press Option 3 for VIPR / eAuth.

[OK]

2 ⚠ **Warning**

This DUNS, '003006009', is used in VIPR by 'John Doe Services'. If you are not representing 'John Doe Services' please re-enter your DUNS. If you proceed then the Company Name, Company DBA, Mailing Address, and Physical Address for this record will be updated with information read from SAM.

[Continue] [Re-enter]

3 ❓ **Confirm**

Warning: Your registration in SAM is:EXPIRED and will need to be updated prior to you being eligible to receive an award in VIPR. Press Exit to end the VIPR registration process and try again later when you have registered in SAM. Or, if you wish to continue with manual VIPR registration, press Continue.

[Continue] [Exit]

1. If you enter a DUNS that is not found in SAM, you will be asked to re-enter the DUNS. The DUNS you enter MUST be found in SAM or you will be unable to proceed through the VIPR vendor application registration wizard.

IMPORTANT: If a vendor has a new SAM record that is "In Progress" or "Submitted," then it is still being processed by SAM and is not available for other applications, yet, i.e. VIPR. Therefore, VIPR must treat this situation as if the DUNS is not associated with a SAM record, and the vendor will get a "DUNS not found in SAM" error message when registering in the VIPR vendor application. The vendor will NOT be able to proceed through the registration UNTIL their SAM record has finished processing in SAM and has an "Active" status.

Note that SAM will send an email notifying the vendor when their SAM record is "Active" in SAM. Once the vendor receives the email from SAM, the vendor will need to wait an additional 24 hours before their SAM information will be available to VIPR. Then, the vendor should be able to complete their registration in the VIPR vendor application.

If SAM is down when you are registering in the VIPR vendor application, you may be able to continue with the registration, but you will still need to ensure the DUNS you enter in the vendor application matches the DUNS in your SAM record.

2. If you enter a DUNS that is found in SAM then the Company Name, Company DBA, company Mailing Address, and company Physical (Street) Address associated with that DUNS will be imported from SAM into VIPR.

If you are not a representative of the company listed, click the Re-enter button and enter the correct DUNS for your company.

3. If your record in SAM is expired, you will be able to continue the VIPR registration; however, you will need to get your SAM record updated prior to you being eligible to receive an award in VIPR. Note that despite your record being expired, VIPR will still pull in the Company Name, Company DBA, and Address information associated with the DUNS from SAM into VIPR.

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Registering in the Vendor Application
Step 2: Enter Contact Info

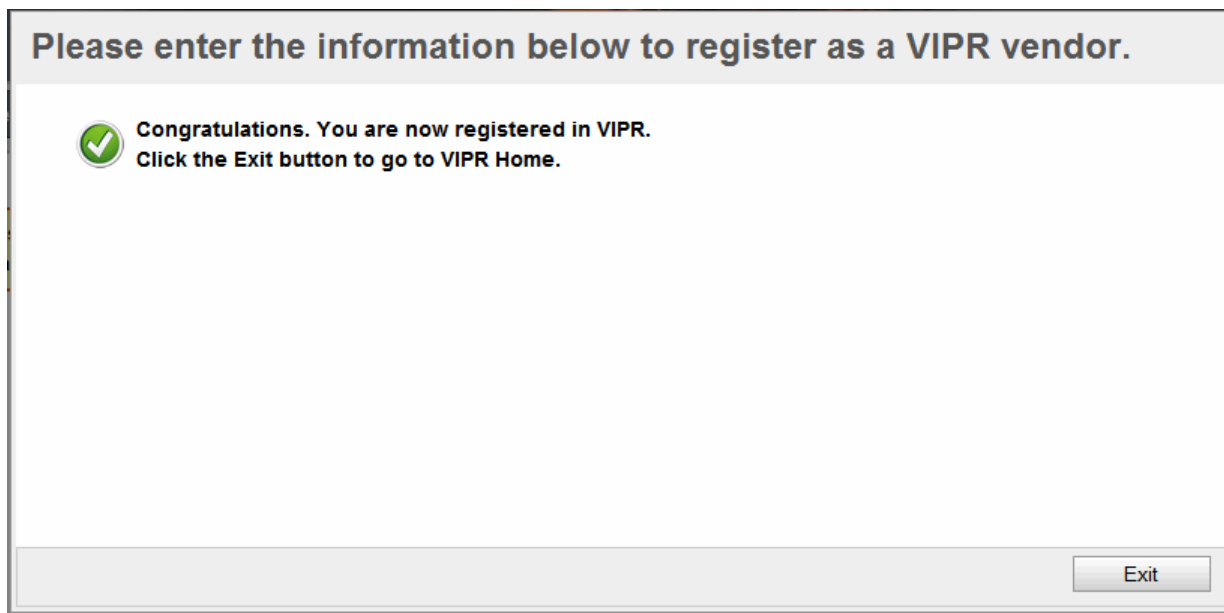- If you are already in the VIPR system, some of your contact info will be filled in. You will need to complete the rest of the required fields.

1. The Company Name and DBA associated with the DUNS entered in Step 1 of the wizard will be imported from the SAM record associated with that DUNS. and the fields will be disabled. However, if you can edit these fields (possibly because SAM is unavailable at the time you register), you should ensure the information in VIPR matches exactly what you do have in your SAM record (same company name and DBA name).

2. If the company information displayed s not correct, use the **Previous** button to check/re-enter your DUNS. If the DUNS is correct, but the company information is not, then you will need to exit the registration wizard and update your SAM record in SAM before registering in VIPR. **IMPORTANT:** Once you click on the Save and Continue button in this Enter Contact Info step, you will be unable to go back and edit your DUNS.

3. Scroll down to enter and re-enter your E-mail address.

4. Click the **Save and Continue** button to finish your registration.

- You are now ready to use the vendor application.

Please enter the information below to register as a VIPR vendor.

✓ Congratulations. You are now registered in VIPR.
Click the Exit button to go to VIPR Home.

Exit

Navigating: The Home Page

1. Use the Logout button or close your Web browser to log out of the application.

2. Use the links in Navigation bar to access the display pages and view your current information that is in the vendor application. You can also access the wizards from the display pages.

3. The Message Board displays special messages to vendors. If you do not see the yellow Message Board, there are no messages to be conveyed.

4. Click on a wizard link to perform an action (the wizards are also available through the display pages).

5. In addition to e-mail notices, the Alerts section notifies you of amended solicitations, newly awarded agreements (made within the last 5 days from current date), and modified agreements.

6. Footer provides links to key information, i.e. Online Help.

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Navigating: The Display Pages

Examples of the My Company and My Resources display pages

1. Use the top Navigation bar to access the display pages, which display the current information for your…
   - Company Information
   - Resources
   - Quotes submitted and in work
   - Agreements awarded and modifications in work

   Also displays a list of open solicitations that are used with the vendor application.

2. Each display page allows you to access the appropriate wizard from that specific display page.

3. Sort the information in the tables by clicking on a column heading (can sort the data in the tables within the wizards, as well).

4. Use the icons in the Action columns of the tables to perform a specific task (i.e. view resource information, edit resource information, etc.).

Navigating: In a Wizard

1. If you need to go back a step, you can click on a previous step.

2. Use the scrollbar to ensure you have viewed all of the fields and entered information for all required fields.

3. When you try to proceed to the next step, if you have required fields that are incomplete, you will get a "Field is Required" message.

4. If you need to go back a step, you can click on the **Previous** button (acts the same as callout #1).

5. Click the **Save and Continue** button to save your changes and proceed to the next step.

6. Click the **Exit** button to close the wizard.

   Depending on what you have completed in the wizard, exiting the wizard before completing it may or may not save all of your changes. You will get a confirmation message on exiting letting you know your status.

Editing Your Company Information
Step 1: Edit Company Info

- After you register, you will need to complete your company information

- From the Home page, click on the link to the **Edit My Company** wizard. You can also access this wizard from the My Company page

1. The DUNS, Company Name, and DBA are populated from the SAM record associated with the DUNS. Once information is pulled in from SAM, you cannot edit these fields.

2. If you need to change your DUNS, contact your Contracting Officer.

Editing Your Company Information
Step 2: Edit Contact Info

Edit Company Information

| Edit Company Info | Edit Contact Info | Edit Address | Edit Status Details | Finished |

Contact Information

*Indicates required fields

1

*First Name: John
*Last Name: Doe
*Daytime Phone: 970-123-4567
*Evening/After Hours Phone: 970-789-0123 **2**
Cell/Alternate Phone:
Fax Phone:
*E-mail Address: jdoe@doe-services.com
*Verify E-mail Address: jdoe@doe-services.com

[Previous] [Save and Continue] [Exit]

1 Contact Information for your company; all VIPR communication will be sent to this contact information.

2 The Daytime, Evening/After Hours and Cell/Alternate Phone numbers will appear on the Dispatch Priority List (DPL).

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Editing Your Company Information
Step 3: Edit Address

1. The company address and mailing address will be pre-populated with the address information from the SAM record associated with the vendor DUNS.

   Once the address information is pulled into VIPR from SAM, you will be unable to edit the address fields in the **Edit Company Information** wizard.

2. If for some reason, your address information is not pre-populated with SAM data, complete your company Street Address, City, State, and Zip Code, which are required fields. Also, complete the Mailing Address only if it is different than your company address, otherwise, select the "Same as Company Address" check box.

3. If you change your company address or mailing address in your SAM record, you will need to use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. Your address information in VIPR MUST match your address information in SAM or you will be ineligible to receive an award.

Editing Your Company Information
Step 4: Edit Status Details

1. It is optional to enter your Business Status.

2. Indicate if you are located in a Labor Surplus Area; if you are unsure, click on the following link to view your status: http://www.doleta.gov/programs/lsa.cfm

3. (Optional) Enter discount terms, if applicable.

4. Indicate whether or not you have the appropriate Supporting Information. (Note that the DOT Number field is for Bus vendors only.)

5. Complete the AGAR 452.209-70 information.

Editing Your Company Information
Step 5: Finished

Edit Company Information

Edit Company Info → Edit Contact Info → Edit Address → Edit Status Details → **Finished**

✅ Your company information is complete.

⚠️ REMINDER: Your Reps & Certs must be completed in SAM to receive an agreement award.
For more details, go to http://www.fs.fed.us/business/incident/vendorapp.php

2 **If Company Info Different from Quote**
If you have changed your company information after submitting a quote, you do not need to resubmit your quote. The company changes will automatically be applied to your quote until the solicitation is awarded.

3 **If Company Info Different from Agreement**
If you have changed your company information after receiving an agreement, your agreement must be modified in order to apply the changes. If there is no modification in progress for the agreement, please contact your Contracting Officer to have them issue a modification. (Remember that Business Status and LSA changes are only picked up with Rollover modifications.)

[Previous] [Exit]

Edit Company Information (right panel)

Edit Company Info → Edit Contact Info → Edit Address → **Edit Status Details** → Finished

*DOT inspection(s) ● N/A ○ No ○ Yes
DOT Number (buses only):
*Workers' Compensation or an exemption ○ N/A ○ No ● Yes
Workers' Compensation Expiration Date: 12/31/2013
**"I will have a sufficient number of employees and those employees will meet the training and qualifications required by the solicitation." ○ No ● Yes
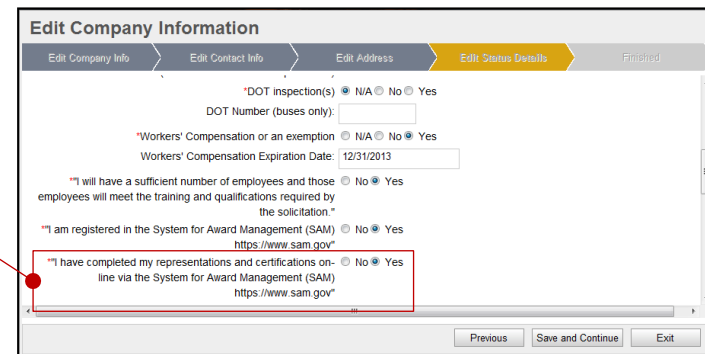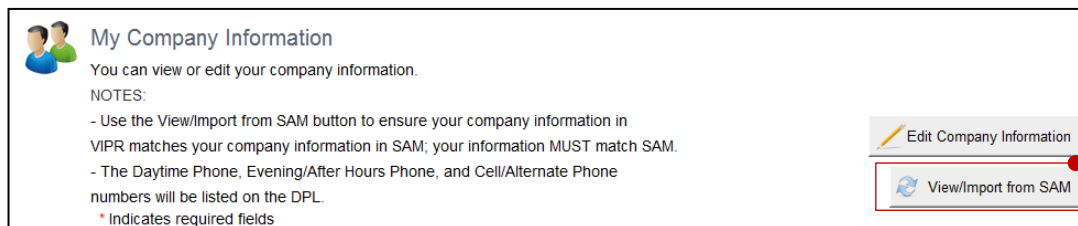**"I am registered in the System for Award Management (SAM) ○ No ● Yes
https://www.sam.gov"
**"I have completed my representations and certifications on-line via the System for Award Management (SAM) ○ No ● Yes
https://www.sam.gov"

[Previous] [Save and Continue] [Exit]

1. If you have not completed your Reps & Certs in SAM (System for Award Management), as indicated in the Supporting Information section of the Edit Status Details step, you MUST do so.

2. If you change your company information after submitting a quote, your changes will automatically be applied to your quote UNTIL the solicitation closes, so you do not need to resubmit your quote. **IMPORTANT**: If you changed company information that is found in both your SAM record and VIPR (see item #4), then you MUST use the "View/Import from SAM" button BEFORE the changes can be applied to your quote.PDF.

3. If you change your company information after receiving an agreement, the changes are NOT automatically applied to your agreement. Those changes can only be applied through a vendor response to a modification or through an Administrative modification, which does not require a vendor's response. (Remember that changes to your Business Status and/or LSA status are only picked up through a vendor response to a Rollover modification.)

4. If you change your company name, DBA, company address, or mailing address in your SAM record, use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR MUST match what you have in your SAM record or you will be ineligible to receive an award.

My Company Information

You can view or edit your company information.
NOTES:
- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information MUST match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.
* Indicates required fields

[✏️ Edit Company Information]
4 [🔄 View/Import from SAM]

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Editing Your Company Information
My Company Page: Completed Information

1. Once you complete the wizard, you will be taken to the **My Company** page.

   Notice that the company information you entered in the wizard is viewable from the **My Company** page.

2. The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

3. Click the "Edit Company Information" button if you need to edit your other company information

4. If you change your company name, DBA, company address, and/or mailing address in your SAM record, you will need to use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR.

5. Once you click on the "View/Import from SAM" button, the VIPR/SAM Company Information Comparison popup window displays the fields in VIPR that MUST match the fields in SAM. Fields in red text indicate data discrepancies. The most common types of discrepancies are

   - Abbreviations versus spelled out words
   - Punctuation
   - Spaces between words

   Click the "Import" button to import the changes made in your SAM record into VIPR.

Adding Resources into the Vendor Application

- Before you can submit a quote, you will need to enter your resource information

- Click on the link to the **My Resources** page. You can also access this wizard from the Home page from the Add New Resources link

1. Click on **Add New Resource** button to trigger the **Manage Your Resources** wizard, which enables you to enter your resource information into the vendor application.

   You will need to add your resource information one resource at a time.

2. Once you have completed the **Manage Your Resources** wizard for a resource, your resource information will appear in this table on the **My Resources** page.

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Managing Your Resources
Step 1: Intended Use for Resource

- Each year, the Forest Service re-solicits for a select group of resources. **These re-solicited resources may have new business requirements, which means <u>the attributes on the resource forms and/or the values captured on the forms may change</u>**. When you add a new resource, the "Intended Use" step is used by VIPR to determine what version of resource requirements to ask you to complete for your new resource. (Side note: This "Intended Use" step is only used when you are adding a new resource; it is not included in the Manage Your Resources wizard when you are editing an existing resource.)

1 **Use this option for creating a resource to be submitted on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.

2 **Use this option for creating a resource that you anticipate using later on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.

3 **Use this option for creating a new resource to be used as a replacement resource for an existing agreement.** The resource form displayed will use the same resource requirements that were used for the resource type that is on the agreement. Do NOT use this option for open solicitations.

If you select this option, a list of your current existing agreements appears. From the list, select the agreement you wish to use the replacement resource for and click the **Continue** button. **IMPORTANT:** The new replacement resource you are adding is not automatically applied to the agreement you selected. The agreement selection is used to help VIPR determine the correct version of the form to display for you to complete. The correct version of the form must be completed in order to use the new resource as a replacement resource, which is done through the appropriate modification process.

Managing Your Resources
Step 2: Classify Resource

Depending on what option you selected in the previous "Intended Use" step of the wizard, in Step 2, the Classify Resource step, you will see either…

1. A list of all resource groups available to be added as a new resource (options 1 or 2 in previous step)

   –OR–

2. A list of only the resource groups that can be used as a replacement resource for the agreement you selected in the previous step (option 3 in the previous step).

3. Once you click on a resource group, the details/definition will appear in the box on the right.

4. **IMPORTANT:** When you are adding a new resource, you must complete ALL of the steps in the Manage Your Resources wizard in order to save your resource information.

Managing Your Resources
Step 3: Enter Resource Info

- The fields in the Resource Description and Resource Attributes sections will vary depending on the type of resource group you selected when you classified your resource (in Step 2).

1. Each resource MUST have either a VIN, Unique ID, or Serial Number. (All wheeled apparatus resources will have a VIN.)

- Unique ID or Serial Number has a 40-character maximum limit, but no other restrictions.

- VINs have the following restrictions:

  - For a new resource that has a **Model Year ≥ 1980**, the VIN MUST be exactly 17 characters (numbers and letter only, except no I, O, or Q letters), no special characters, and no spaces between characters. (NOTE: In some cases, it may seem like you can enter more than 17 characters in the form, however, you will receive a validation error when you try to continue to the next step in the wizard.)

  - For a new resource that has a **Model Year of ≤ 1980** and the resource group is 2012 or older, then there are no restrictions for entering the VIN, except for a 40-character limit.

  - For a new resource that has a **Model Year of ≤ 1980** and the resource group is 2013 or newer, then there are no restrictions for entering the VIN, except for a 17-character limit.

  - The VIN and Model Year rules will not apply for existing resources that have been entered in the vendor application before the October 2012 version of VIPR.

Managing Your Resources
Step 3: Enter Resource Info (Continued)

- The fields in the Resource Description and Resource Attributes sections will vary depending on the type of resource group you selected when you classified your resource (in Step 2) - Continued.

1. Equipment ID must be all CAPS and has a 10-character maximum limit.

2. City, State, and Zip Code are required for the Resource Location.

3. Complete all of the required fields for the Resource Attributes. If there are different types (i.e. Fuel Tender Type 1, Fuel Tender Type 2, etc.) within the resource group, the values you select for the attributes will tell VIPR what "type" your resource qualifies for.

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Managing Your Resources
Step 4: View Summary

1. Scroll through the **View Summary** to ensure the information you entered is what you want.

   If you need to, you can click on a previous step (or the Previous button) to go back and edit information.

   Once you <u>complete</u> the wizard for adding this new resource into the vendor application, you will be able to edit the resource information later, if needed, from the My Resources page.

2. In this step of the wizard, click the **Continue** button to save your resource information into the vendor application.

Managing Your Resources
Step 5: Finished

1. When you complete the wizard, your resource is in the VIPR system, and you can use the **My Resources** page to view, edit, or delete your resource.

2. Based on the Resource Attributes that you provided in Step 3 (Enter Resource Info), VIPR determines what resource type your resource qualifies for.

3. If your resource does not qualify in the resource group that you chose, you will get this type of message instead of what you see above in callout #2.

4. View a PDF version of your resource information. You can also access this PDF from the **My Resources** page.

Managing Your Resources
Editing a Resource That Is on a Quote

1   When you edit an existing resource, the "Intended Use" step is not included in the Manage Your Resources wizard. That step is only used when you add a new resource for the first time.

2   When you complete the wizard to **edit an existing resource**, if your resource has been submitted on a quote, then you will see this message telling you that you will need to resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically.

If the solicitation has closed, you will need to ask the CO to put you "In Negotiations" and then you can resubmit your quote.

Managing Your Resources
Editing a Resource That Is on an Agreement

1 When you complete the wizard to **edit an existing resource**, if your resource has been awarded on an agreement BEFORE your changes to the resource have been applied, then you will see this message telling you that a modification is needed in order to get the resource changes applied to the agreement.

My Resources Page

- Your resource now appears in the My Resources page.

1. The "Hide Selected" button will not display any resources that have been selected to "Hide" from the view.

2. Click on a table column heading to sort the information in ascending or descending order.

3. The "UNQUALIFIED" label indicates that the resource you entered does not have the attributes to qualify as any of the resource categories types for the specific Resource Group.

For more details, see next slide .

4. The year next to the Resource Group name indicates the year that the resource group was solicited for by the Forest Service. In the example shown, notice the Fuel Tenders (2011) and Fuel Tenders (2014). While the resource group may be the same, the resource requirements may be different for each solicitation year.

5. Indicates the date and time of your last update to your resource.

6. Triggers the **Manage Your Resources** wizard, which allows you to add a new resource. Once you complete the wizard for the resource, the resource will appear in this table.

7. "Showing # of (total)#" indicates the number of resources that you have. If the number of resources you see does not match the total #, then you may have some resources that you have "hidden."

8. Displays a PDF version of your resource information.

9. Triggers the **Manage Your Resources** wizard where you can edit your resource information.

10. Displays the information specific to a resource (i.e. resource qualifications and status and resource attribute details). This info is also found in the PDF document (item #8)

11. Deletes your resource from the VIPR system. If you do not see this Delete icon, then your resource has been used in a quote at some point and cannot be deleted.

My Resources Page
Resource Information

1 Click on the information icon ⓘ to view information specific to a resource (i.e. resource qualifications and status and resource attribute details).

Displays all of the resource information and attributes for a specific resource.

2 Displays what the resource qualifies for (resource category and type) and displays the status of the resource. If the resource is anything but "Available" or "Terminated," then the Dispatch Center is displayed, as well.

3 Displays the definitions of what the "Status" labels in the Resource Qualifications & Status section mean.

Viewing Open Solicitations

- Once you have entered your company and resource information in the vendor app, then you can submit a quote

- Click on the link to the **Open Solicitations** page. You can also get to this page from the Home page through the Find Solicitations link

1. Only lists the solicitations that use the vendor application. These solicitations are viewable from FBO, but can only be responded to through the vendor application.

2. In the table, the Response Status indicates whether or not you have submitted a response to the solicitation. If you have and need to resubmit a quote, you will do it through the **My Quotes** page---not from the Open Solicitations page.

3. Refreshes the list of solicitations and any status updates for those solicitations.

4. Displays a PDF version of the solicitation package.

5. Starts the **Submit a Quote** wizard.

6. Indicates that a solicitation is "under protest." You can still submit/resubmit a quote on a solicitation under protest; however, awards will not be issued for that solicitation until the protest is lifted. NOTE: Only after a solicitation is published to FBO can it be put under protest.

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Submitting a Quote on a Solicitation
Step 1: View Solicitation

1. View a summary of the solicitation information.

2. View a PDF version of the complete solicitation package.

3. Notice the "Under Protest" label for a solicitation that is under protest. The solicitation will be highlighted with this label throughout the quote wizard and on the **My Quotes** page, as well.

Submitting a Quote on a Solicitation
Step 2: Select Resources

Quote a Solicitation

| View Solicitation | Select Resources | Add Rates | Review Quote | Sign Quote | Finished |

Click on a check box to select the resource(s) that you wish to use for submitting a quote on this solicitation.

	VIN / Unique ID	Equipment ID	Resource Category	Qualifies For Solicitation
☑	9L9K9MKJLXZDFP001	9L9K9	Fuel Tender Type 1	Yes
☑	FUELTENDER0000001	T9O98OJJ	Fuel Tender Type 1	Yes
☑	FUELTENDER0000002	T789	Fuel Tender Type 1	Yes
☐	TRACYTEST00000001	KJHKH	Refrigerated Trailer Type 3	No

3 resources selected   [Previous] [Save and Continue] [Exit]

⚠️ **Warning**

None of your resources qualify for this solicitation, so you will be unable to continue with the quote process. Exit this wizard and review your resource information from the My Resources tab.

[OK]

1   Use the check boxes to select the resources you wish to include in your quote. If you select the check box next to the "VIN/Unique ID" column heading, then all of resources that qualify for the solicitation will be selected.

2   The counter indicates the number of resources selected to submit on the quote.

3   All resources that are "Available" are listed in the table; however, not all available resources qualify for the solicitation. This column lets you know which resources qualify for the solicitation.

   If your resource is already awarded on an agreement or has been suspended, then it will not appear in this list as an "Available" resource.

4   If you do not have any resources that qualify for the solicitation, you will get this warning message.

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Submitting a Quote on a Solicitation
Step 3: Add Rates and Dispatch Center

1. The counter indicates the number of the resources that have the Dispatch Center and Rate information completed.

2. Set the Dispatch Center and Rates for each resource that is included in your quote.

   The list of Dispatch Centers displayed is specific to the region associated with the solicitation.

   If you need assistance determining what dispatch center to select, view the Dispatch Center Lookup Web page at http://www.fs.fed.us/business/incident/dispatchlookup.php

3. If you exit the wizard in this step, your selections up to this point (Steps 1 and 2) will be saved and you can come back to this quote later (from the **My Quotes** page).

Submitting a Quote on a Solicitation
Step 4: Review Quote

1. Scroll down to view your quote information.

2. View a PDF version of your quote information, which includes key resource information and vendor company info (i.e. Business Status).

Submitting a Quote on a Solicitation
Step 5: Sign Quote

1. Read the quote signature statement.

2. If you agree with the statement, select the **I Agree** check box.

3. After you click the **Submit** button, it may take a few seconds to process your submittal, so please wait and do not click on any other buttons.

Quote a Solicitation

✓ Your quote has been successfully submitted.
Click on My Quotes to track the status of this quote. **1**

⚠ As part of the quote process, you are required to complete Reps & Certs in SAM at http://www.sam.gov (reference solicitation Section E3).

If you have already completed this information in the System for Award Management (SAM) at **2** http://www.sam.gov, then your quote is complete and no more action regarding this quote is required.

Exit

1 Your quote is submitted into VIPR.

2 If you have not completed the Reps and Certs information in SAM, then you MUST do so in order for your quote to be considered complete.

   If you have updated your Reps and Certs information in SAM, you do not need to resubmit your quote.

3 If you have changed your company name, DBA, company address (a.k.a. physical address), or mailing address in your SAM record after submitting a quote, use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR <u>MUST</u> match what you have in your SAM record or you will be ineligible to receive an award. Also, your SAM record must be active; if your SAM record has expired, you will be ineligible to receive an award from VIPR.

If you use the "View/Import from SAM" button to import company changes from SAM into VIPR, you do not need to resubmit your quote if the solicitation is still open, because the changes will automatically be applied to your quote.PDF AFTER you click the "View/Import from SAM" button. If the solicitation has closed, contact the Contracting Officer about putting you "In Negotiations" so you can resubmit your quote.

My Company Information
You can view or edit your company information.
NOTES:
- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information MUST match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.
 * Indicates required fields

3

Edit Company Information

View/Import from SAM

My Quotes Page

- Once you submit a quote, view your quote information from the **My Quotes** page

1. Refreshes your quote information in the table.

2. Click the **Withdraw a Quote** icon if you wish to withdraw your quote.

3. If you started a quote, but exited the wizard before you completed all of the steps then your quote is a "new submission in progress" and you can click the **Edit** icon to continue the quote.

4. Click the **Delete** icon if you wish to delete a "new submission in progress."

   Once you submit a quote, you cannot delete the quote; however, you can edit, withdraw, or resubmit your quote until the solicitation is closed.

5. View a PDF version of your submitted quote.

6. If you have submitted a quote, but wish to resubmit your quote, click the **Resubmit** icon, which will trigger the Submit a Quote wizard.

7. You can withdraw your quote until the solicitation closes. Once the solicitation closes, if you wish to resubmit your withdrawn quote, you will need to ask the CO to put you into negotiations. If you are not "In Negotiations," then you will not see the Resubmit icon next to your withdrawn quote.

8. If you submitted a quote on a solicitation that is "under protest," it will appear on your **My Quotes** page. You can resubmit your quote on the solicitation under protest if you wish to do so.

Resubmitting a Quote on a Solicitation or Responding to an Amended Solicitation

- From the **My Quotes** page, you can resubmit your quote. You will also use the Resubmit icon to respond to an amended solicitation.

- If you do not see the Resubmit icon, then the solicitation is closed. You must contact the Contracting Officer to determine if it's appropriate to put you into negotiations, which will allow you to resubmit your quote.

1. Indicates when the solicitation has been amended.

2. If you have submitted a quote, but wish to resubmit your quote, click the **Resubmit** icon, which will trigger the **Submit a Quote** wizard.

   When resubmitting a quote, remember to include all of the resources that you wish to include in your quote. **Your latest submitted response is the response on record in VIPR.**

3. If you wish to resubmit your withdrawn quote after the solicitation has closed, you will need to ask the CO to put you into negotiations. If you are not "In Negotiations," then you will not see the Resubmit icon next to your withdrawn quote.

4. The Withdraw option and "In Negotiations" option also apply to a solicitation under protest.

Changing Company Information or Resource Information After You Submitted a Quote

1. **If you change your non-SAM company information in the vendor application after you submitted a quote**, but before the solicitation closes, you DO NOT need to resubmit your quote; the changes will occur automatically when you or the CO clicks on the View Quote.PDF. If the solicitation has closed, you will need to ask the CO to put you "In Negotiations" and then you can resubmit your quote.

   If you change your company name, DBA, or company addresses in SAM, you MUST use the "View/Import from SAM" button in the vendor application to import the changes into VIPR; otherwise, the changes will not automatically be included in the Quote.PDF for open solicitations nor will the changes be included if you resubmit your Quote.PDF while "In Negotiations."

2. **If you change your resource information after you submitted a quote**, you MUST resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically. If the solicitation has closed, you will need to ask the CO to put you "In Negotiations" and then you can resubmit your quote.

My Agreements Page

- After the solicitation closes, if you are awarded an agreement… (1) you will receive an e-mail notification, (2) an alert will be posted on the Home page, and (3) your agreement will be accessible through the **My Agreements** page.

1. Refreshes the list of agreements and the status of those agreements in the table.

2. Lists agreements that you have been awarded.

3. Indicates the status of the agreement and the action needed, f there is any. Some modifications ask for "vendor acknowledgement of modification," which is not required.

4. Displays a PDF version of the last signed agreement.

5. Indented row and modification type indicates an agreement has a modification that requires your response or acknowledgement. NOTE: For details about the Rollover modification due date, go to slide 39.

6. View the modification package for the agreement.

7. Click on the **Start** icon to trigger the **Agreement Modification Response** wizard.

8. If you have been awarded an agreement and the solicitation is put "under protest," your agreement will be listed in the My Agreements page and will be highlighted with the "Sol Under Protest" label.

My Agreements Page (Continued)

- For Rollover modifications ONLY, COs may set a due date for when a vendor MUST respond to the Rollover modification.

1. For Rollover modifications only: If the CO has set a due date for when a vendor needs to respond to the modification, it will be listed under the Rollover Modification label.

   If the Rollover modification label does not display a due date, then the CO has not set a due date for the vendor response.

If the response due date has expired:

2. The status of the modification will change to "Awaiting CO Action."

3. You will be unable to submit or re-submit a response to the modification.

4. The vendor can talk with the CO who will determine if the CO will put the vendor "In Negotiations," which would allow the vendor to submit or re-submit a response the modification AFTER the due date.

Responding to a Modification
Three Types of Agreement Modification Responses

1. This modification response is used for Standard/Extend, Rollover, and Inspection Correction modifications. These types of modifications do require a vendor response.

   With Standard/Extend and Inspection Correction mods, you can apply changes to your resources and all company information, except changes to LSA and Business Status. With Rollover mods you can apply ALL changes to your company information, including LSA and Business Status changes and changes to your resources, and you can make changes to the DC and Rates.

2. This modification response is used for the Novation modification. This mod requires a vendor response from the purchasing vendor. The selling vendor of a Novation mod can view the modification, but there is no modification response action available for the selling vendor.

3. This modification response is used for Suspend/Resume Resources, Terminate/Reinstate Resources, Expire, Cancel Agreement, Suspend/Resume Agreements, and Administrative modifications. These types of modifications do NOT require a vendor response and have already been signed by the CO at this point in the process.

Responding to a Modification
Step 1: Review Modification

1 Review a summary of the modification.

2 View a preview PDF of the modification package before your changes.

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Responding to a Modification
Step 2: Apply Resource Changes

1. If your resource has been suspended through a previous modification, a "Suspended" label will be highlighted in subsequent modifications to remind you that the resource is suspended; you will be able to select any of the standard four actions (No changes, Updates, Replace, Withdraw) for your suspended resource.

2. The Set DC & Rates button will only be enabled for Rollover Modifications.

3. In the Action column, select the appropriate action that you wish to take with this modification type.
   NOTE: If you made changes to your resource and those changes disqualify the resource from the agreement, then the only Actions available through a modification will be Replace Resource or Withdraw Resource.

4. Click on the Magnifying Glass icon to view the Resource Comparison of your resource information before your change versus after your change. Changes are highlighted in bold, red font.

5. If your selection is to "Replace" the resource, you will be asked to select the VIN/Unique ID of the resource that you want to be the replacement for the current resource.

Responding to a Modification
Step 3: Sign Modified Agreement and SAM/VIPR Check

Agreement Modification Response

Review Modification | Apply Resource Changes | **Sign Modified Agreement** | Submitted

Modification Signature

I agree and understand that I, as an authorized agent of the company, am electronically signing this agreement modification and agree to furnish and deliver all items set forth or otherwise identified on this agreement modification or any additional sheets subject to the terms and conditions specified in the solicitation.

1

Please check the following 'I Agree' box to sign your agreement modification submission, then click the Submit button.

I Agree: ☑ **3**

Preview Modification Response **2**

4

⟳ Please wait...

Previous | Submit | Exit

5

❌ **Error!**

Your company information in VIPR does NOT match your SAM record. Go to the My Company page and click on the 'View/Import from SAM' button to update your information. After the import is complete, you can respond to this modification.

OK

❌ **Error!**

Your SAM record is either inactive or expired or you have no record at all in SAM. You must re-activate your SAM record or create a new SAM record. After your record in SAM is active, then go to the My Company page in the vendor application and click on the 'View/Import from SAM' button to update your information in VIPR. Once the import is complete, you can respond to this modification.

OK

1. Read the modification signature statement.

2. Click the Preview Modification Response button to view the list of resources that will be included in your modification response. Changes made to the resource attributes (through the modification) will be highlighted.

3. If you agree with the statement, select the **I Agree** check box.

4. After you click the **Submit** button, it may take a few seconds to process your response, so please wait and do not click on any other buttons.

5. When you click on the Submit button to respond to a modification, VIPR will check to see…

   • If your company name, DBA, company address (a.k.a. physical address), or mailing address in VIPR matches what is the SAM record associated with the vendor DUNS. If the information in VIPR does not match SAM, then you will be unable to respond to modifications to the agreement. You will need to use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR.

   • If your SAM record is inactive or has expired. If your SAM record is inactive or expired, you will be unable to respond to modifications to your agreement until you update your SAM record to make it active.

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Responding to a Modification
Step 4: Submitted

Agreement Modification Response

Review Modification → Apply Resource Changes → Sign Modified Agreement → **Submitted**

✓ Your modification response has been successfully submitted.

1

Previous   Exit

1 Your modification response is successfully submitted.

2 Notice the Status of the modified agreement now indicates "Awaiting Contracting Officer Signature."

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Logout

Home | My Company | My Resources | My Quotes | **My Agreements** | Open Solicitations

My Agreements

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.
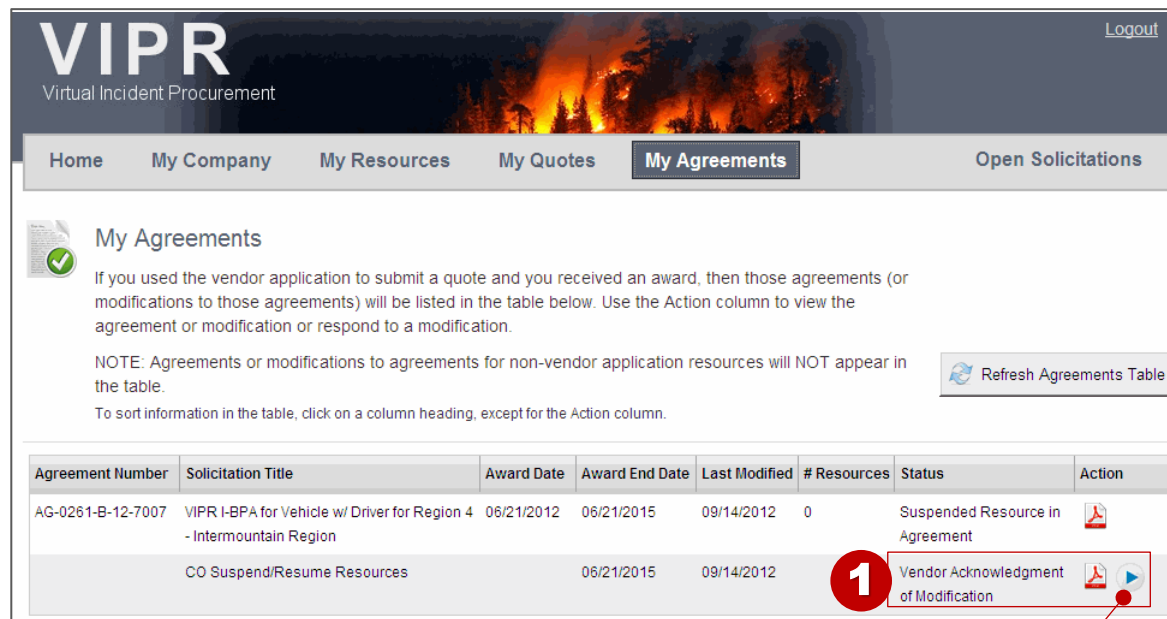
To sort information in the table, click on a column heading, except for the Action column.
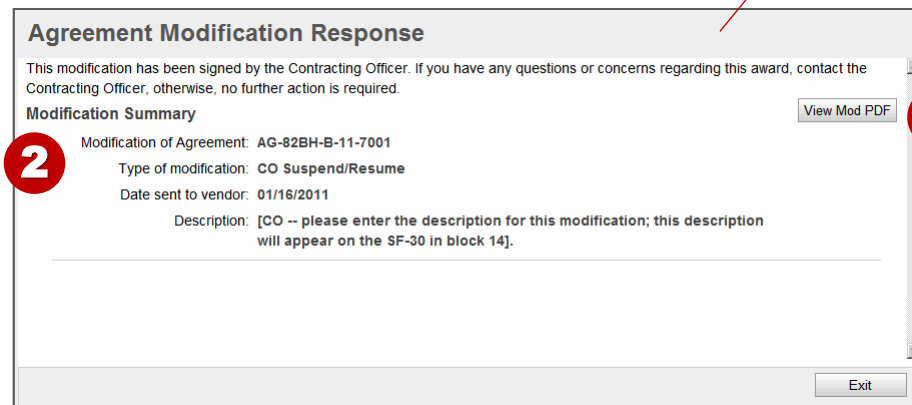
Refresh Agreements Table

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-91W8-B-13-7001	VIPR I-BPA for Tents for R5 - Pacific Southwest Region (tls)	02/11/2013	02/11/2016	02/11/2013	0	Active	
AG-84M8-B-13-7007	VIPR I-BPA for Copiers for R4 - Intermountain Region (tls)	02/11/2013	02/11/2016	02/11/2013	2	Active	
	Rollover Modification* Response due by 02/12/2013 12:00 a.m. Central		02/11/2016	02/11/2013	2	Awaiting Contracting Officer Signature	

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Responding to a Modification
No Vendor Action: Acknowledgment ONLY

1   If the modification to the agreement does NOT require a vendor signature, you will just be asked to acknowledge the modification (this is not required).

   At this point, the CO has already signed the modified agreement.

2   Review a summary of the modification.

3   View a PDF of the modification package.

Troubleshooting Issues with the Application
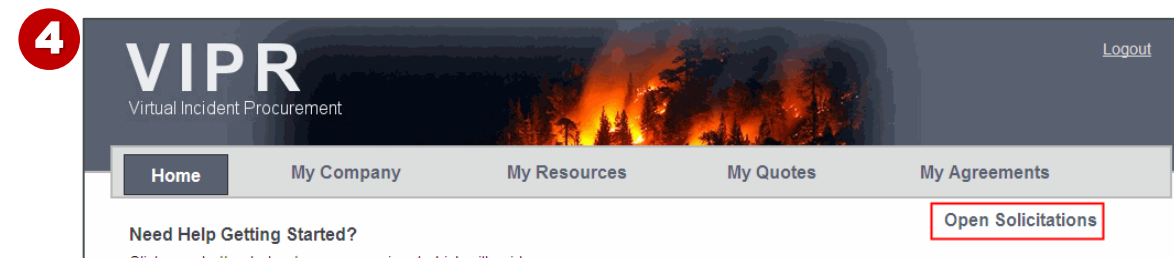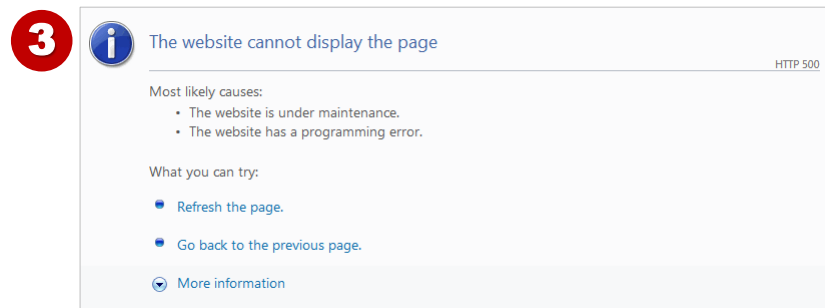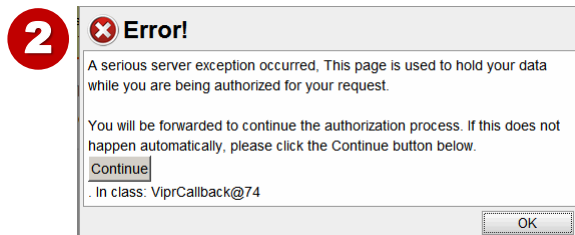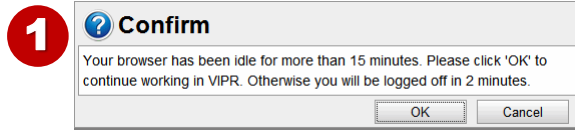
1. If you have not been working in the vendor application for a while, you may get this time out message.

2. If you get this message, click the **Continue** button.

3. If you get this message after you clicked the Continue button above, then reload the vendor application URL in your browser to open the application.

4. If you are using Internet Explorer 8 and you see formatting issues with the vendor application (i.e. menu item is not in the menu bar, text is overlapping with buttons, and button labels are cut off), the issue may be caused due to an IE setting. While the application will still work, you can try to fix the setting by doing the following:

   a) In IE, from the menu bar, go to Tools > Compatibility View Settings.

   b) Clear the "Display intranet sites in Compatibility View" check box.

   c) Close the dialog box. This should do a refresh and you should no longer see the formatting issues.

Sample of a Resource Form
in the Manage Your Resources Wizard

Below is a sample of the type of form fields that a vendor would complete in the Manage Your Resources wizard.

Manage Your Resources

Intended Use › Classify Resource › **Enter Resource Info** › View Summary › Finished

Fuel Tenders   * Indicates required fields

Resource Description

*VIN: [_____]

*Equipment ID: [_____]

*License #: [_____]

*State (where license issued): [▼]

*Make: [_____]

*Model: [_____]

*Model Year: [____]

Resource Location

*City: [_____]

*State: [▼]

*Zip Code: [____]

Zip Plus: [____]

Resource Attributes

*Fuel Capacity (gallons): [____]

[Previous] [Continue] [Exit]

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Resources That Use the Vendor Application:
As of VIPR 6.1

Below is a list of resources that use the vendor application. The information listed for these resources describes the attributes for each type of resource at the time when the resource is being re-solicited. For example, attributes for a 2014 resource, but not necessarily a 2011 resource, are displayed.

Slide 49:
- Aircraft Rescue Firefighting Apparatus
- All Terrain Vehicle
- Chainsaw Repair Kit
- Chipper

Slide 50:
- Clerical Support Unit
- Coach Bus
- Communications Trailer
- Copier
- Crew Carrier Bus

Slide 51:
- Dozer
- Engine
- Excavator
- Faller

Slide 52:
- Feller Buncher
- Fuel Tender
- Generic
- GIS Unit

Slide 53:
- Gray Water Truck
- Handwashing Station (Trailer Mounted)
- Helicopter Operations Support Trailer
- Mechanic with Service Truck – Heavy Equipment

Slide 54:
- Mechanic with Service Truck – Light Auto & Heavy Equipment
- Mobile Laundry Unit
- Mobile Sleeper Unit
- Mulcher/Masticator – Boom Mounted
- Passenger Vehicle

Slide 55:
- Portable Toilet
- Potable Water Truck
- Pumper Cat
- Refrigerated Trailer
- Rental Passenger Vehicle

Slide 56:
- Rental Truck
- Road Grader
- Skidder
- Skidgine

Slide 57:
- Softtrack
- Strip Mulcher/Masticator
- Tent
- Tent-Canopy

Slide 58:
- Tractor Plow
- Transport
- Truck

Slide 59:
- Water Tender (Support)
- Water Tender (Tactical)
- Weed Washing Unit

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Resources That Use the Vendor Application: As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Aircraft Rescue Firefighting Apparatus	VIN License# State (where license issued) Make	Model Model Year Description
All Terrain Vehicle	VIN License# State (where license issued) Make Model	Model Year Resource Configuration (Single seat or Side-by-side seat w/bed)
Chainsaw Repair Unit	Unique ID License# State (where license issued) Make Model	Model Year Description
Chipper	Unique ID License# State (where license issued) Make Model Model Year	Configuration (Self-Propelled or Tow-Behind) Mulching Capability Vendor Provides 2-Person Crew (Yes/No) Boom Feed (Yes/No) In-Feed Mechanism that operates in forward, reverse, and stop modes (Yes/No)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application: As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Clerical Support Unit	VIN License# State (where license issued) Make (optional) Model (optional)	Model Year (optional) Length of Unit (feet) Width of Unit (feet) Internet Capability? (Yes/No)
Coach Bus	VIN License# State (where license issued) Make	Model Model Year Description
Communications Trailer	VIN License# State (where license issued) Make Model	Model Year Length of Unit (feet) Width of Unit (feet) Is resource equipped with external Internet capability? (Yes/No)
Copier	Unique ID License# (optional) State (where license issued) (optional) Make (optional)	Model (optional) Model Year (optional) Description
Crew Carrier Bus	VIN License# State (where license issued) Make Model Model Year	Passenger Capacity DOT Operating Authority? (Yes/No) Bus has internal storage area for equipment/gear? (Yes/No) Bus is equipped with exterior boxes meeting flammable storage requirements? (Yes/No) All of the original emergency exits that were required when the bus was manufactured are in working order? (Yes/No)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application:
As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Dozer	Serial Number License# (optional) State (where license issued) (optional) Make Model Model Year Flywheel Horsepower	Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic (PAT)] Winch (Yes/No) Grapple (Yes/No) Ripper (Yes/No) Low Ground Pressure (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Engine	VIN License# State (where license issued) Make Model Model Year Capacity – Gallons Hauled (water) Gallons Per Minute (gpm)	Pump Performance (psi) Gross Vehicle Weight Rating (gvwr) Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, N/A) CAFS (Yes/No) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Excavator	Serial Number License# (optional) State (where license issued) (optional) Make Model Model Year	Flywheel Horsepower Clamshell Bucket (Yes/No) Up Down Blade or Dozer Blade (Yes/No) Steep Ground Excavator (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Faller	Unique ID	Configuration (Single Faller or Faller Module)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application:
As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Feller Buncher	Serial Number License# State (where license issued) Make Model	Model Year Capacity (horsepower) Means of Propulsion (Rubber Tired or Tracked)
Fuel Tender	VIN License# State (where license issued) Make	Model Model Year Fuel Capacity (gallons)
Generic*	Unique ID License# - optional State (where license issued) - optional Make – optional Model – optional	Do you have enough employees for a double shift? (Yes/No) Description*
GIS Unit	VIN License# State (where license issued) Make Model Model Year	Length of Unit (feet) Width of Unit (feet) Number of Computer Workstations Number of Other Workstations Is resource equipped with external Internet? (Yes/No) Are GIS Specialists (GISS) Available? (Yes/No) GISS Roster

*Generic resources are used for various local equipment and services not listed on the National Solicitation Plan for I-BPAs, but may be identified on the Method of Hire (MOH) chart located in the Interagency Incident Business Management Handbook (IIBMH). For details about equipment requirements for a generic resource, you will need to review D02 Equipment Requirements – Generic in the specific generic solicitation you wish to use your generic resource for.

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application:
As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Gray Water Truck	VIN License# State (where license issued) Make	Model Model Year Water Capacity (gallons hauled) Pump Type (Centrifugal (Drafting) or Vacuum)
Handwashing Station (Trailer Mounted)	VIN License# State (where license issued) Make	Model Model Year Number of Sinks
Helicopter Operations Support Trailer	VIN License# State (where license issued) Make	Model Model Year Is resource equipped with external Internet capability? (Yes/No)
Mechanic with Service Truck – Heavy Equipment	Unique ID Mechanic's First Name Mechanic's Last Name Operator Experience (years) ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None)	ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None) Vocational School or Manufacturer Diesel/Heavy Equipment Mechanic Certificate (N/A, No, or Yes) Truck is equipped with a hydraulic crane (check box)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application:
As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Mechanic with Service Truck – Light Auto & Heavy Truck	Unique ID Mechanic's First Name Mechanic's Last Name Operator Experience (years) ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None)	EVT Certificate Level (N/A, Master, Level 2, Level 1, or None) Fire Apparatus Mechanic Experience (years) (N/A, 0-4, or 5+)
Mobile Laundry Unit	Unique ID	Production Capacity Single Load Capability (Yes/No)
Mobile Sleeper Unit	VIN License# State (where license issued) Make	Model Model Year Description
Mulcher/Masticator – Boom Mounted	Serial Number License# (optional) State (where license issued) (optional) Make	Model Model Year Flywheel Horsepower
Passenger Vehicle	VIN License# State (where license issued) Make Model	Model Year Vehicle Type (SUV-Large [seats 6 or more], SUV-Small [seats 5], Van [seats 7 or more]) Passenger Capacity All-Wheel Drive (Yes/No)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application:
As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Portable Toilet	Unique ID Number of Toilets	Number of Wheelchair Accessible Toilets Number of Handwash Stations
Potable Water Truck	VIN License# State (where license issued) Make	Model Model Year Water Capacity (gallons hauled) Pump, Food Grade (Yes/No)
Pumper Cat	Serial Number Make Model Model Year Capacity – Gallons Hauled (water) Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None)	Blade Type (Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic [PAT]) Winch (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Refrigerated Trailer	VIN License # State (where license issued) Make Model	Model Year Length (in feet) Movable Partition (Yes/No)
Rental Passenger Vehicle	VIN License# State (where license issued) Make Model Model Year	Vehicle Type (Automobile; SUV; Van; or Van, Box) Passenger Capacity All-Wheel Drive (Yes/No)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application: As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Rental Truck	VIN License# State (where license issued) Make Model	Model Year Truck Classification (1/2 Ton, ¾ Ton, 1 Ton, 1 to 2 Ton, or Greater than 2 Ton) Bed Type (Conventional box bed or Flatbed w/ Stakesides) All-Wheel Drive (Yes/No)
Road Grader	Serial Number License# (optional) State (where license issued) (optional) Make Model	Model Year Capacity (horsepower) Mold Board (length)
Skidder	Serial Number License# (optional) State (where license issued) (optional) Make Model	Model Year Capacity (horsepower) Configuration (Grapple or Winch)
Skidgine	Serial Number Make Model Model Year Capacity – Gallons Hauled (water)	Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None) Monitor (Yes/No) Winch or Grapple (Yes/No) Detachable Tank (Drop Tank Skidgine) (Yes/No) Do you have enough employees for a double shift? (Yes/No)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application: As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Softtrack	Serial Number Make Model Model Year Capacity – Gallons Hauled (water)	Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None) Monitor (Yes/No) Winch (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Strip Mulcher/Masticators	VIN License# (optional) State (where license issued) (optional) Make Model	Model Year Means of Propulsion (Rubber Tired or Track Mounted) Flywheel Horsepower
Tent	Unique ID Make (optional) Model (optional) Model Year (optional)	Square Footage Number of Units Generator (Yes/No) ADA Accessible (Yes/No)
Tent – Canopy	Unique ID Make (optional) Model (optional) Model Year (optional) Length (20, 40)	Width (40, 60, 80) Number of Units Generator (Yes/No) Cooling (Yes/No) ADA Accessible (Yes/No)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application:
As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Tractor Plow	Serial Number License# (optional) State (where license issued) (optional) Make Model Model Year Flywheel Horsepower Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic (PAT)]	Winch (Yes/No) Grapple (Yes/No) Ripper (Yes/No) Low Ground Pressure (Yes/No) Plow Type (Standard pull behind plow, Swing axle plow, 3 pointed hitch mounted to the rear of the tractor) Plow Depth Plow Width Do you have enough employees for a double shift? (Yes/No)
Transport	VIN License# (optional) State (where license issued) (optional) Make Model (optional) Model Year (optional)	What is the carrying capability for the transport (and trailer)? Do you have enough employees for a double shift? (Yes/No)
Truck	VIN License# State (where license issued) Make Model Model Year	GVWR Bed Type (Conventional box bed or Flatbed w/ Stakesides) All-Wheel Drive (Yes/No) Dump/Tilt Box (Yes/No) Lift Gate (Yes/No)

VIPR
Virtual Incident Procurement

Resources That Use the Vendor Application: As of VIPR 6.1

All resources are required to have a VIN, Unique ID, or Serial Number, Equipment ID, and Resource Location (City, State, and Zip Code). All attributes are required unless noted with an "Optional" label.

Resource	Attributes	
Water Tender (Support)	VIN License# State (where license issued) Make Model Model Year Capacity – Gallons Hauled (water)	Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential) Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Water Tender (Tactical)	VIN License# State (where license issued) Make Model Model Year Capacity – Gallons Hauled (water) Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential)	Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear) Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, N/A) Monitor (Manual, N/A, None, Remote) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Weed Washing Unit	Unique ID License# (optional) State (where license issued) (optional) Make (optional)	Model (optional) Model Year (optional)

Key Links and Help

- Link to log into the VIPR Vendor Application:
  http://apps.fs.fed.us/vipr/vendor/

- Important information about the VIPR Vendor Application:
  http://www.fs.fed.us/business/incident/vendorapp.php

- Online Help for Vendor Application (accessible from within the application):
  http://www.fs.fed.us/business/incident/static/onlinehelp/Default.htm

- Vendor Application FAQs:
  http://www.fs.fed.us/business/incident/faq.php

- Forest Service Incident Procurement VIPR Web site:
  http://www.fs.fed.us/business/incident/

- VIPR Web site:
  http://www.fs.fed.us/business/incident/vipr.php

- VIPR Help Desk:
  - E-mail - helpdesk@dms.nwcg.gov
  - Phone - (866) 224-7677 (press option 3 for VIPR)
  - Web site - http://www.interagencyhelpdesk.com/

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